



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

For Non-Residential Alterations

Attached is a description of the procedures and the required applications for a building permit for alterations to a non-residential building. Included are the following documents:

- Procedures for Building Permit
- Building Permit Application
- Contractors' List
- Architect's Certification of Plans
- Fees for Non-Residential Permits
- Application for Zoning Certificate of Occupancy

If you have any questions regarding your permit, please contact the following Community Development staff during regular Village Hall hours (Monday through Friday; 8 A.M. to 5 P.M.).

Building and Zoning Assistant
Michelle Mahlan
(630) 654-8181, ext. 3010
MMahlan@burr-ridge.gov

Assistant to the Village Administrator
Evan Walter
(630) 654-8181, ext. 2010
ewalter@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the building permit process. All of this information and more is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Non-Residential Building Alterations

A building permit is required for the construction of alterations to any non-residential building in the Village of Burr Ridge. Applicable regulations include the following:

- International Building Code (IBC), 2012 Edition
- International Mechanical Code (IMC), 2012 Edition
- International Fuel Gas Code (IFGC), 2012 Edition
- International Energy Conservation Code (IECC), 2012 Edition
- Illinois State Plumbing Code (ISPC), Latest Edition as mandated by the State of Illinois
- International Plumbing Code (IPC), 2012 Edition
- International Fire Code (IFC), 2012 Edition
- International Wildland-Urban Interface Code 2012
- NFPA 70, National Electric Code (NEC), 2011 Edition
- NFPA 101, Life Safety Code (NFPA 101), 2012 Edition
- Illinois Accessibility Code (IAC), Latest Edition as mandated by the State of Illinois
- International Existing Building Code, 2012 Edition
- Village of Burr Ridge Building Ordinance, Ordinance #1124; including miscellaneous amendments to the above listed model codes as listed in Article VII
- Village of Burr Ridge Zoning Ordinance, Ordinance #834
- Village of Burr Ridge Municipal Code, Chapter 8 - Stormwater Management

At the time of application for a building permit: the following information must be provided for a building permit for alterations to a non-residential building:

- **Building Permit Application;** A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.
- **Plan Exam Fee/Deposit:** A deposit of \$650 is due at the time of application.
- **Required Plans and Documents:** the following plans are required:
 - 4 copies of the architectural plans; signed and sealed by an Illinois Licensed Architect as required by Section 242 of the Burr Ridge Building Ordinance.
 - Completed Contractor's List, form attached.
 - Completed Application for a Zoning Certificate of Occupancy with \$50 fee (if applicable).
 - Copy of plumber's Illinois Plumbing License and electrician's license (no other contractor licenses are required).
 - 3 copies of elevator shop drawings, if applicable

Other Required Agency Approvals: In addition to Village approval, commercial permits will require the approval of one or more of the following agencies prior to issuance of a Village of Burr Ridge building permit. Plans should be submitted directly to these agencies:

- Fire Protection District: The Village is served by both the Pleasantview Fire Protection District (708-352-3021) and the Tri-State Fire Protection District (630-654-6284).
- Du Page or Cook County Health Department for restaurants, hotels, and healthcare facilities.

- Flagg Creek Water Reclamation District or Du Page County Public Works Department for sanitary sewer connections or modifications for properties in each of the respective districts.
- Property Owners' Associations for all building additions in the Burr Ridge Corporate Park and any other subdivision with a property owners' association.

After submittal of a complete building permit application package; the plan review process will begin. You may expect the following for the plan review process:

- The **first plan review process** will be completed within 14 working days. If the plans and related documents are not completed in full compliance with the applicable codes, resubmittal of said plans will be required.
- All **subsequent plan reviews** after the first plan review will be completed in 10 working days. Permit applicants will be notified upon completion of each plan review.

After approval of all plans; you will be notified that the permit is ready to be issued and will be asked to provide the following:

- Payment of final building permit fee as per the attached building permit fee schedule.

After issuance of the building permit; you may begin construction but will need to do and know the following:

- **Additional fees** may include \$100 for re-inspections and \$300 for a stop work order.
- If there are any **deviations from the approved plans**, the applicant must contact Village staff to review and approve changes before proceeding. Construction without a permit or not conforming to an approved plan is subject to a \$300 stop work order and a penalty fee equal to 150% of the building permit fee.
- A list of **required inspections** will be provided at the time of permit issuance. Applicant is responsible for scheduling all inspections. Call 630 654-8181, ext. 3100 by 3 pm at least one day prior to the desired inspection date.
- **Permitted times for outside construction by commercial companies** is Monday through Friday 7 AM to 7 PM; Saturday 8 AM to 5 PM; and is prohibited on Sunday and holidays. A stop work order will be issued for any violations of the permitted hours of operation.
- Final inspections shall be scheduled and approved by the Village and Fire District prior to use and occupancy of the renovated area.
- **Signs** are not reviewed in non-residential permit applications. A separate permit application is required for review and approval of sign packages.



VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Non-Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- ☐ New Building – \$2000 Deposit ☐ Building Addition –\$1000 Deposit ☐ Building Alteration –\$650 Deposit
- ☐ Electrical, Plumbing or Mechanical Alteration or Service Upgrade -\$75 Deposit
- ☐ Demolition - \$75 Deposit ☐ Elevator - \$75 Deposit ☐ Other – Deposit to be determined

Description:

\$ Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:

PIN #

ALL FIELDS REQUIRED. COMPLETE APPLICATION IN ITS ENTIRETY OR THE PERMIT WILL NOT BE PROCESSED.

Permit Applicant:

Applicant's Address:

Business Phone:

Cell Phone:

FAX:

Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor:

Address:

Email:

Phone:

Architect:

Address:

Email:

Phone:

Property Owner:

Address:

Email:

Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant

Date of Submittal

CONTRACTORS' LIST



Permit No. _____

Please complete this form in its entirety and return with the permit application. If contractors are yet to be determined, the required information shall be provided prior to the permit being issued.

Project Address _____

Trade	Company Name	Address	Phone
General Contractor			
Concrete			
Electrical *			
Plumbing ** Underground			
Plumbing ** Indoor			
HVAC			
Roofing			
Carpentry			

* Provide copy of Electrical license.

**Provide copy of Illinois Plumbing license.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Certification of Plans

Architect, Structural Engineer, or Licensed Design Professional Must Certify that Plans and Specifications Comply with the Building Ordinance By Signing and Sealing

It shall be unlawful for any architect, structural engineer, or any other licensed design professional to prepare or submit to the Building Commissioner for his approval any final plans for any building or structure which do not comply with all of the provisions of this Building Ordinance and all other applicable laws and ordinances specifically including but not limited to the Burr Ridge Zoning Ordinance. Any plans submitted under this Ordinance shall bear the signature and seal of the architect, structural engineer, or other licensed design professional who prepared the plans and specifications. A seal will not be required where the Building Commissioner determines the work to be non-structural or minor in nature.

Every licensed architect or structural engineer shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect or structural engineer, the license number, and the words "Licensed Architect," or "Structural Engineer," "State of Illinois." The licensed architect or structural engineer shall affix the signature, current date, date of license expiration, and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or structural engineer or under that licensed architect's or structural engineer's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer shall not be permitted. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth by the Illinois Department of Professional Regulation.

Anyone falsely making any such certification shall be subject to the penalty provided in Section 501 (Article V) of this Ordinance and to such further penalties as may be provided or allowed by law.



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Non-Residential Fee Schedule

Table 250.4.1 Plan Review Fee for Non-Residential Permits

Cubic Feet	Building Plan Review	Plumbing Plan Review	Mechanical Plan Review	Electrical Plan Review	Energy Plan Review
1 to 60,000	\$ 718	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
60,001 to 80,000	\$883	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
80,001 to 100,000	\$ 1,130	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
100,001 to 150,000	\$ 1,291	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
150,001 to 200,000	\$ 1,468	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
200,001 plus	\$ 1,725 + \$16 for each 10,000 cubic feet over 200,000	Building Plan Review x 0.25	Building Plan Review x 0.25	Building Plan Review x 0.5	Building Plan Review x 0.5
<i>Plan review Fees are cumulative. For example, the plan review fee for an 80,001 cubic foot building with plumbing, mechanical and electrical is \$2,825 as follows:</i>					
<i>80,001 Cubic Feet</i>	\$1,130	\$282.50	\$282.50	\$565	\$565

Table 250.4.2 Inspection Fee for Non-Residential Permits

Building	Plumbing	Mechanical	Electrical	Energy	
\$0.29 per square foot	\$0.09 per square foot	\$0.09 per square foot	\$0.09 per square foot	\$0.09 per square foot	
<i>Inspection fees are cumulative. For example, the inspection fee for a 30,000 square foot building with plumbing, mechanical and electrical is \$19,500 as follows:</i>					
\$8,700	\$2,700	\$2,700	\$2,700	\$2,700	

250.4.3 Non-Single-Family Residential Permit Fee

The permit fee for a new non-residential building, building addition, or building alteration shall be equal to the combined plan review and inspection fees (minus the application fee) and shall be paid in full prior to issuance of the permit.



VILLAGE OF BURR RIDGE APPLICATION FOR ZONING CERTIFICATE OF OCCUPANCY

_____ date

The Burr Ridge Zoning Ordinance requires issuance of a Zoning Certificate of Occupancy prior to occupancy of any non-residential building or tenant space. Application for a Zoning Certificate of Occupancy requires completion of this form and a **\$50.00 application fee**. A Zoning Certificate of Occupancy certifies that the land use is permitted by the Burr Ridge Zoning Ordinance but does not validate or legalize existing or future violations of the Burr Ridge Municipal Code, Zoning Ordinance, or Building Codes. The Village of Burr Ridge reserves the right to enforce any and all such violations, now or in the future.

NAME OF BUSINESS:	
TELEPHONE NUMBER:	BUSINESS ADDRESS: Burr Ridge, IL 60527
BUSINESS OWNER:	

TYPE OF BUSINESS (Please provide a description of the business activities that will take place at the above address. Attach additional information as needed. Please include information pertaining to types of goods produced or sold, services provided, number and types of clients/customers, and any other pertinent information that may be relevant in describing the business or establishment. Check all applicable types of businesses listed below):

Industrial: ____ Manufacturing ____ Research ____ Warehouse ____ Other	Commercial: ____ Retail Sales ____ Retail Services ____ Restaurant ____ Other	Office: ____ Medical/Dental ____ Business ____ Professional ____ Other
This application is ____ New Business in Village ____ Relocation within Village For (check one): ____ Expansion of Business at Same Location ____ Other		
No. of Employees On Premises at Peak Occupancy: (for determining parking requirements)	Floor Area of Space to be Occupied:	
Number of On-Site Parking Spaces Available:	Number of Off-Street Loading Berths:	
Business Hours and Days:	Sales Tax ID No. (for retail only)	
Name of Business Previously Occupying Floor Space:		

BUSINESS CONTACT:

_____ Name	_____ Telephone #
_____ Address	_____ For Police Emergency Purposes

PROPERTY OWNER:

_____ Name	_____ Telephone #
_____ Address	

Please type or print all requested information. Allow one to two weeks for processing of the application form. The applicant will be contacted upon completion of the Village's review of this application. Failure to provide all information will delay processing.